

System Requirements:

- A personal computer with Internet capabilities.
- Access to the Internet with a Microsoft Internet Explorer browser of 5.5 or higher or Netscape with a browser of 6.2.x.
- A browser supporting 128-bit Secure Socket Layer encryption (United States version).

Additional Information:

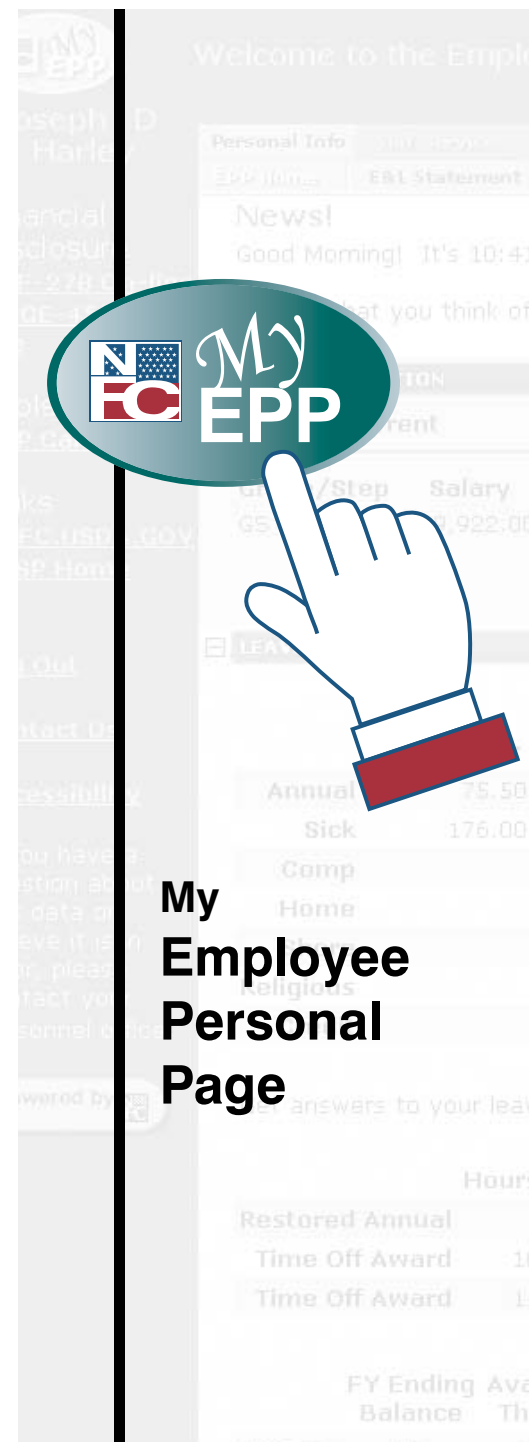
Employees with questions about their EPP should contact their agency personnel office. Agencies needing additional information on the EPP should contact Customer Support at:

Customer Support
National Finance Center, USDA
ATTN: CS-0304
P.O. Box 60000
New Orleans, LA 70160-0001
504-255-5230
email: customer.support@usda.gov



National Finance Center
Office of the Chief Financial Officer
United States Department of Agriculture

Form AD-1129 (Rev. 3/04)



Employee Personal Page (EPP)

The Employee Personal Page (EPP) allows employees serviced by NFC to view their payroll, leave, travel, health and life insurance, savings bond, W-2, and other personal information. The EPP will also allow employees to request updates to specific payroll related information rather than submitting documentation to their agency personnel office.



Features:

- EPP is convenient, reliable, and easy to navigate. It can be accessed 24 hours a day, 7 days a week from any personal computer with Internet access.
- EPP allows employees to view and change data without having to submit change requests to their agency personnel office.
- EPP has customizable view preferences that can be set by the employee.
- EPP delivers data needed by the employee for income and W-2 verification.
- EPP contains online help accessible throughout the application to assist employees with their data change requests.

Employee Self Service Option:

This option of the EPP provides employees the ability to make online change requests to their residence address, federal and state tax withholding, financial allotments, direct deposit, health insurance, savings bond, and Thrift Savings Plan (TSP) contribution information effective for the current or future pay period. Each agency must elect to offer their employees this option before they can begin using this feature of the EPP.

Welcome to the Employee Personal Page! (Demo Site)

Joseph D. Harley

Personal Info | Self-Service | Preferences | FAQs | Links | Log Out

EPP Home | E&L Statement | W-2 | Personal Benefits

News!
Good Morning! It's 10:41 in New Orleans Monday, October 6, 2003.
Tell us what you think of the Employee Personal Page. [E-mail us](#) or write to nfc.webmaster@usda.gov.

PAY INFORMATION

Current		Pay Period 02 (Official Pay Date 2/20/2003)			
Grade/Step	Salary	Grade/Step	Salary	Gross Pay	Net Pay
GS 09/03	\$39,922.00	GS 09/03	\$39,922.00	\$1,450.50	\$1,123.50

[View E&L Statement](#) [View E&L Attachment](#)

LEAVE INFORMATION

	Carry-Over	Accrued YTD	Used YTD	Balance	Used Latest PP	PT Hours Unapplied Balance	Max Category	Projected Carryover	Projected Use-or-Lose
Annual	75.50	96.00	8.75	162.75			8	240	34.75
Sick	176.00	48.00	12.25	211.75	8.00				
Comp		47.75	42.25	5.50	2.50				

Home
Shore
Religious
Credit

Get answers to your leave questions from [OPM's Fact Sheets on Leave Programs](#).

	Hours Used	Balance	Date (YR-PP)
Restored Annual		0.25	2000
Time Off Award	10	0	2001-01
Time Off Award	11	0	2001-19

	FY Ending Balance	Available This FY	Used YTD	Balance
Military	15	20	10	15

powered by

Example of the Employee Personnel Page window

Requests for EPP Access:

Employees should access the NFC home page on the Internet (www.nfc.usda.gov) and select **My EPP** to obtain a password to view their data. The password will be mailed directly to the

employee by NFC. The NFC-assigned password must be changed by the employee on the first access of the EPP. Employees are encouraged to periodically change this password to ensure confidentiality.